



Stop Work Order Resolution Process (Instructions)

1. **DO NOT REMOVE** the orange stop work order placard until authorized.
2. Complete and submit the **Stop Work Order Compliance Review Request form** <https://dcra.dc.gov/service/appeal-stop-work-order> within 15 days of receipt of the stop work order.
3. To avoid delays please designate **only one point of contact** to complete this process. However, you may add additional email addresses to be carbon copied (cc'd) on the correspondence.
4. Within 3 business days of your submission the administrative reviewer will send a message to the point of contact's email address you submitted on the form containing a detailed checklist of items required to resolve the stop work order. If you do not see it in your box after 3 days have lapsed, check your spam folder.
5. Review the checklist and respond to the message with the day you plan to submit drawings, obtain permits or schedule inspections if needed, so that the administrative reviewer may temporarily lift the system hold for you to do so.
6. After you have completed every item on the checklist, **respond to the checklist email message or use DCRASWO.AppealForms@dc.gov or (202) 442-STOP (7867) to request a follow up inspection to verify compliance.** Be sure to include your address and contact information. The inspector will notify the administrative reviewer if the case is in compliance. Do not remove the stop work order until authorized by the administrative reviewer.
7. **Please note that you will receive a Notice of Infraction** by mail imposing fines. You must follow the instructions in the packet to respond directly to the Office of Administrative Hearings regarding the fines.